

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Resources & Housing		
<b>Contact person:</b>	Steve Blighton	Telephone number: 0113 3785880	
<b>Subject<sup>2</sup>:</b>	Authority to award a contract for the installation, maintenance and data collection for electric metering services		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  In accordance with Contract Procedure Rule (CPRs) 18.1, the Chief Officer (Sustainable Energy and Air Quality) accepted the evaluation outcome and approved the award of a contract to SMS Energy Services Ltd for a period of 3 years from the 22nd March 2021 with the possibility of two potential 24 month extensions after the initial term with an estimated contract value of £375,000.		
	A brief statement of the reasons for the decision: The Council undertook a procurement exercise as the current contract for this work was due to expire in February 2021. The winning bidder was SMS Energy Services Ltd.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:  There is no alternative option as there is a legal requirement for the council to have a contractor providing these services.		
<b>Affected wards:</b>	No impacts		
<b>Details of</b>	Executive Member The Executive Member (Resources) has been briefed.		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

<b>consultation undertaken<sup>4</sup>:</b>	Ward Councillors N/A	
	Others N/A	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation: Current contract will start from 22 <sup>nd</sup> March 2021 and last for 3 years with the option to extend for two further periods of 24 months.	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Polly Cook, Chief Officer (Sustainable Energy & Air Quality)	
	Signature _____	Date 1 <sup>st</sup> March 2021

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.

	PE Cook.	
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